

GRAND JURY ASSISTANT

DEFINITION

Under general direction, provides administrative support to the County Grand Jury; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position class is characterized by responsibility to provide administrative support to the Grand Jury, exercising considerable judgment and tact. The position reports to the Assistant Superior Court Executive Officer.

ESSENTIAL FUNCTIONS

1. Coordinates solicitation of Grand Jury applicants and nominees; examines applications to verify eligibility; arranges for applicant background checks; may interview and recommend applicants using guidelines provided by the Judges; arranges orientation sessions for the Grand Jury; assists in making jury committee assignments; arranges for security as necessary.
2. Screens incoming correspondence, telephone calls and visitors, recognizing and expediting priority matters; receives citizen complaints for Grand Jury action; responds to request for information.
3. Schedules and arranges meetings, conferences, briefings, hearings and tours; coordinates, schedules and maintains calendars for the Grand Jury, Jury committees, and Jurors.
4. Handles highly confidential information regarding controversial issues.
5. Proposes changes in internal procedures, and coordinates the implementation of new procedures; updates and distributes the Grand Jury procedural manual.
6. Handles administrative details for the Grand Jury; orders supplies and equipment; checks invoices and expense claims for accuracy and processes for payment; processes Juror, court reporter and witness payments; maintains records of expenditures, monitors accounts, prepares budget transfers as needed.

7. Prepares request for proposal for contract audit firm; monitors audit contract and other agreements; coordinates reports from audit firm with other committee reports for inclusion in the final annual report; arranges for printing and distribution of final report.
8. Maintains highly confidential files and records; indexes, files and locates historical information from prior Juries; types from notes, rough drafts and oral instructions, complex records, reports, correspondence, minutes, contracts and documents; reviews materials for grammar, content and conformity to format and procedural requirements.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Three years of legal secretarial or clerical experience, including at least one year of experience performing office manager and/or administrative assistant duties such as records and workflow management, reception and security and facilities and office machine maintenance, or any combination of training and experience that could provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

Knowledge of

Laws and Rules regarding Grand Jury proceedings; the role of the Grand Jury; the Criminal Justice System with respect to impanelment of a Grand Jury; records systems and files security; administration of public agencies; standard business and legal formats for correspondence, memoranda and reports; business office management including standard office machines, security and facilities, and workflow management; California State Judicial System, California Statutes, local court rules and court procedures; business software applications; basic accounting and bookkeeping methods; legal research methods and techniques.

Ability to

Communicate with individuals of diverse backgrounds; manage conflict and promote cooperation between individuals and to communicate calmly with emotional or irate callers; exhibit patience, empathy and a helpful demeanor to the public; keep complex records in a complete, confidential and orderly manner and prepare clear, comprehensive reports; exercise independent judgment, confidentiality and discretion.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00